**2010-2011**

Technology

Lewisville ISD

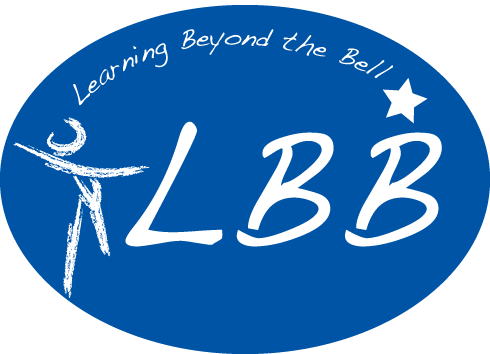
2010-2011

*Learning Beyond the Bell*

After-School Program

Parent Handbook

Elementary Campus



*Every child learns.  
No exceptions. No excuses.*

**Mission:**To offer a free, safe, enriching and supervised environment for Lewisville ISD students in grades 3-5, in which students develop academic competency and confidence, higher-level thinking skills and problem-solving, creativity, individual growth through hands-on experiences, peer interaction, and positive adult relationships.

**Purpose:** To provide after-school learning opportunities beyond the regular school day. The program focuses on helping children in high-need schools succeed academically through the use of scientifically-based extended learning time. LBB is a powerful program that enhances and complements the regular school day, rather than duplicating or imitating classroom instruction.

**Goals:**

* Provide opportunities for academic enrichment, including providing tutorial services to help children, particularly students who attend low-performing schools, and meet State and local student academic achievement standard in core academic subjects, such as reading, mathematics, and science.
* Provide academic activities for students, aligned with the Texas Essential Knowledge and Skills (TEKS) and Texas Assessment of Knowledge and Skills (TAKS), including a broad array of services, programs and activities, designed to reinforce and complement the regular school day academic program.
* Provide students enrichment programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, physical education/fitness programs, and technology education programs that are designed to reinforce and complement the regular academic program.

\*\* LBB was originally made possible with grant funds from the Texas Education Agency's 21st Century Community Learning Center competitive grant program.

Participating schools include:

* [Central Elementary](http://www.lisd.net/lisdschools/central.html)
* [Hedrick Elementary](http://www.lisd.net/lisdschools/hedrickes.html)
* [Lakeland Elementary](http://www.lisd.net/lisdschools/lakeland.html)
* [Lewisville Elementary](http://www.lisd.net/lisdschools/delay.html)
* [Peters Colony Elementary](http://www.lisd.net/lisdschools/peterscolony.html)

**Program:** Please see the attached Calendar for a complete list of days that there is LBB. There will not be programming on school holidays, major TAKS testing dates, and other school events where students would not attend school. In addition, there will be **NO** programming on ½ days. \*In the event of inclement weather consult TV channels, 4, 5, 8, 11. Radio 90.1 and 1080 will have information about school closings, beginning at 6:00 am.

**Daily Schedule:** *\*Subject to change during special programming*

2:50-3:50pm – Snack and Academic Set

3:50-4:20pm - Homework

4:20-5:20pm – Enrichment Set

5:20pm - Dismissal (Parent Pick-up and Bus loading)

***Snacks****: A nutritious snack will be provided through ARAMARK for all students of the* ***Learning Beyond the Bell*** *after-school program each day free of charge.*

**Homework**: A function of the ***Learning Beyond the Bell*** after-school program will be to assist students academically. Students will be given **30 minutes** of homework assistance per day.

The students must realize that the responsibility for completing homework assignments ultimately rests with the student.

**Injury or Illness:** If a child experiences a minor or non-emergency injury, a staff member will inform parent at pick up time. The program staff is not permitted to apply antiseptics to wounds. In case of serious injury or illness, a parent or an authorized person will be contacted immediately. If the staff determines that a child is contagious or feverish, the child will be isolated and a parent will be called to pick up the child as soon as possible. If a parent is unavailable, the designated emergency person will be notified.

**Early Pick-Up:** Ending our program well each day with the students is very important. Please do not pick up your child early from the program. If you child is released to your early, it will count as an absence from the program.

**Release*:*** Children will be released only to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID.

\*Car pick up: Parents will remain in the car at all times. Please have your Student Number Card (one will be provided) displayed on your rear view mirror or dash so that an instructional specialist can identify you. Your child will be matched to your number and released to go to your car. If you do not have a card, you will be asked to pull over to the side and wait until proper identification is obtained and verified. If you are not in a vehicle, you will be instructed to remain in a specific location and your child will be brought to you as you hold your Student Number Card.

**Late Pick-Up Policy:** It becomes vitally important that you make every effort to pick up your child by 5:20 pm every day the center is open. If you can not pick your child up by 5:20pm, please arrange to have an authorized individual (one of your emergency contacts) arrive at the center by 5:30pm. It is important to note that children find great comfort in consistency and may find it stressful if you arrive late.

***All*** children must be picked-up from the after-school program on time. **Three** **late arrivals will result in your child being dismissed from the program.** Once the dismissal letter is issued, your child will **no** longer attend the after-school center. Thereafter, you will be responsible for making arrangements to have your child picked-up after regular school hours.

**Transportation:** Transportation will be provided from the after-school program in one of two ways:

1. Parents or guardians may pick up students. All students that are to be picked up by parents or guardians should be picked up by 5:20pm.
2. If you signed for your child to ride the bus from the after-school program, then your child must ride the **bus home everyday**. If you signed for your child to be picked-up then your child must be picked up everyday and riding the bus home will not be an option. For your child’s safety it is very important to maintain consistency in how your child departs the center.

**Attendance Policy:** It is the responsibility of each parent/guardian to ensure their child participates in the program every day. Regular attendance in the after school program is a critical factor in a student’s progress and academic success. Much of ***Learning Beyond the Bell*** curricular approach is directed by hands-on-activities. This type of instruction requires your child’s attendance in the after-school program everyday. Teaching each child the importance of self discipline, responsibility, perseverance and a strong work ethic is essential to his/her success in life.

A student must attend regularly to receive the full benefits of the after school program. If a student is absent from the program for a total of 3 days per semester, the student will be dismissed from LBB. If a student is picked-up from the after-school program before the program ending time of 5:20pm, the student will be marked absent.

**Withdraw*:*** Parents are responsible for notifying the Site Coordinator in writing as to the date of withdrawal.

**Emergency Procedures*:*** In case of emergency, school campus procedures will be followed. In an extreme situation where the building is determined unsafe, staff will secure students and contact parents or emergency contacts as soon as possible.

**Administrative Staff**

Anthony R. Figueroa, Supervisor  
Email: [figueroaar@lisd.net](mailto:figueroaar@lisd.net)  
972-350-3408

**Central Elementary** **Hedrick Elementary**  
Christina Sumpter, Site Coordinator Milton Lopez, Site Coordinator  
Email: [sumpterc@lisd.net](mailto:sumpterc@lisd.net)  Email: [lopezmilton@lisd.net](mailto:lopezmilton@lisd.net) 972-350-3426 469-948-XXXX

**Lakeland Elementary**  **Peters Colony Elementary**  
Sherri Settles, Site Coordinator Stacey Corbett, Site Coordinator [Email: settlessh@lisd.net](mailto:settlessh@lisd.net) Email: [corbetts@lisd.net](mailto:corbetts@lisd.net)   
972-350-2636 469-XXX-XXXX

**Lewisville Elementary**  
Emily Motley, Site Coordinator  
Email: [motleye@lisd.net](mailto:motleye@lisd.net)  
469-XXX-XXXX

**Student Calendar 2010-2011**

**\*111 Days of LBB**

2010

September 27, 28, 29, 30

October 4, 5, 6, 7

October 11, 12, 13, 14 \*Oct. 11 Holiday

October 18, 19, 20, 21

October 25, 26, 27, 28

November 1, 2, 3, 4

November 8, 9, 10, 11

November 15, 16, 17, 18

November 22, 23, 24, 25 \*Thanksgiving

November 29, 30 & Dec. 1, 2

December 6, 7, 8, 9

December 13, 14, 15, 16

Winter Break

2011

January 3, 4, 5, 6

January 10, 11, 12, 13 \*Jan 13 -- ½ Day of School-no LBB

January 17, 18, 19, 20 \*Jan. 17 Holiday

January 24, 25, 26, 27

January 31, & Feb. 1, 2, 3

February 7, 8, 9, 10

February 14, 15, 16, 17

February 21, 22, 23, 24 \*Feb 21 Holiday

February 28, & Mar. 1, 2, 3 \*TAKS Testing

March 7, 8, 9, 10

March 14, 15, 16, 17 \*Spring Break

March 21, 22, 23, 24 \*Bad Weather Day off\*LBB will not make-up a bad weather day

March 28, 29, 30, 31

April 4, 5, 6, 7 \*TAKS Week

April 11, 12, 13, 14

April 18, 19, 20, 21

April 25, 26, 27, 28 \*TAKS Week

May 2, 3, 4, 5

\*Dates are subject to change

\*\*1-2 Saturday events (one each semester)

\*\* Indicated no LBB scheduled

May 9, 10, 11, 12

May 18, 17, 18, 19

May 23, 24, 25, 26

**Learning Beyond the Bell**

**Please return this form whether accepting or denying services**

**Complete both forms if accepting services.**

**Your child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is invited to participate in Learning Beyond the Bell (LBB) after-school program at their school. In accepting this opportunity, I agree to the following:**

Please **initial** each statement if you are accepting services**. If** **declining the program, go directly to the bottom and check that you decline and sign the form.**

* \_\_\_\_\_ My child will attend all four days per week (Mon-Thurs.) until 5:20pm, at which time he/she will: Ride the bus or Be picked up. I will be assigned a pick-up card to display in my vehicle and must have it visible in order to pick up my child.

* \_\_\_\_\_\_I understand that NO child will be dismissed to walk home on his/her own, and that if I am

picking up my child, I need to arrive by 5:20pm. I will wait for my child in the designated location.

* \_\_\_\_\_ My child will participate in all activities provided by LBB. I will be notified in advance if field

trips are planned. This includes participation in Scouts (Girl Scouts and/or Boy Scouts).

* \_\_\_\_\_ My child may not attend LBB if my child did not attend school that day or was sent home from school during the day due to illness or behavior.
* \_\_\_\_\_ If my child is on a special diet and cannot eat the snack provided by the LBB, I will provide snacks for him/her.
* \_\_\_\_\_ No medications will be given by Learning Beyond the Bell (LBB) staff. Arrangements will need to be made to have medications administered during the school day.
* \_\_\_\_\_ Children who do not behave and dress appropriately during LBB activities will be sent home and/or released from this program.
* \_\_\_\_\_ My child’s photograph may be taken and used as evidence of participation in LBB activities. Initialing give consent for your child to be photographed.

**By declining participation in Learning Beyond the Bell, I understand that this invitation may not be issued again this school year.**

**I (\_\_\_\_\_ accept) (\_\_\_\_\_\_ decline) my child’s participation in Learning Beyond the Bell.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature Home Phone**

**Personal Information**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language(s) spoken at home by parent/guardian: (circle all that apply)**

English Spanish Burmese Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE FOLLOWING PERSON(S) ARE AUTHORIZED TO PICK UP MY CHILD:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INFORMATION ABOUT MY CHILD:**

**My child has the following allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My child has the following physical difficulties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ My child will ride the bus home**

**\_\_\_\_\_ I will pick my student up at 5:20pm everyday (Monday-Thursday)**

*Official Use Only:*

*Enroll Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Withdraw Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*